



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 3.1.12	Subject: <b>OFFENDER ESCORT AND TRANSPORT</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 4
Section 1: Security and Control for Secure Facilities	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Ferriter, Director	Revision Dates: 09/29/99; 06/15/00; 07/18/06

## **I. POLICY**

The Department of Corrections will ensure that Department and contracted secure facilities provide a transportation system that escorts and transports offenders in a safe and humane manner using trained staff and the necessary level of security, supervision, and control to ensure public safety.

## **II. APPLICABILITY**

The secure facilities that include Montana State Prison, Montana Women's Prison, Treasure State Correctional Training Center, and the private and regional facilities contracted to the Department of Corrections. For Youth Services Division transportation procedures, refer to YCC 90-1, Transportation of Youth.

## **III. REFERENCES**

- A. 46-19-101; *Montana Code Annotated*
- B. 4-4189, -4194, -4204, -4348, -4349, -4405; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. *DOC Policies 1.1.6, Incident Reporting and Duty Officer System; 1.3.4, Employee Selection Guidelines; 1.4.3, Training Standards, Requirements, Methods, & Records; 1.5.4, Transfer of Records; 3.1.8, Use of Force and Restraints; 3.1.17, Searches and Contraband Control; 3.1.31, Firearms; 4.5.20, Emergency Medical Services; 4.5.23, Offender Health Care Escort and Transport; and 4.5.36, Health Records Transfer.*

## **IV. DEFINITIONS**

Montana Prisoner Transport System – The Department adult offender transportation system located at the Montana State Prison in Deer Lodge, Montana.

Transportation System Manager – The staff member, regardless of local title (transportation coordinator, transportation sergeant), designated to oversee the facility or statewide transportation system.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

## **V. DEPARTMENT DIRECTIVES**

### **A. Transportation Responsibility**

Policy No. DOC 3.1.12	Chapter 1: Facility/Program Operations	Page 2 of 4
Subject: <b>OFFENDER ESCORT AND TRANSPORT</b>		

1. All Department and contracted facilities must develop, implement, and enforce offender transportation procedures in accordance with the provisions of this policy.
2. The Montana Prisoner Transportation System (MPTS) manager is responsible for the development, implementation, and enforcement of the operational procedures that govern the statewide offender transportation system in accordance with the provisions of this policy.

## **B. General Requirements**

1. Each facility administrator will ensure that the facility transportation procedures emphasize public safety and address the following requirements:
  - a. use of experienced, trained officers on offender transports;
  - b. restraint use applicable to various offender custody levels;
  - c. secure and medically-approved restraint use for pregnant offenders;
  - d. number of escort officers required for various offender custody levels;
  - e. number of same gender officers required for all offender transports;
  - f. strip search, clothing exchange, and restraint placement upon facility exit;
  - g. strip search and clothing exchange upon facility entry;
  - h. allowable offender property limits;
  - i. written documentation authorizing all offender transports;
  - j. security precautions for notifications on transportation plans;
  - k. notifications to local jurisdictions on travel plans;
  - l. transport of high-profile offenders;
  - m. criteria for vehicle searches and surveillance before, during, and after transport;
  - n. vehicles equipped with two-way radio communication and cell phone;
  - o. vehicles equipped with security shields and deactivated window and door locks;
  - p. use of force and weapons;
  - q. armed and unarmed supervision;
  - r. a second vehicle to accompany the transport vehicle;
  - s. offender information required in the event of escape or other emergency; and
  - t. criteria for officer pursuit, supervision, and reporting in the event of escape or other emergency.

## **C. Transport Procedures**

1. Each facility administrator will ensure that operational procedures govern offender transportation outside the facility and from one jurisdiction to another that may include:
  - court appearances
  - parole or discharge
  - medical appointments
  - hospitalization, including emergency transport
  - out-of-state transportation
  - air transportation
2. Procedures will include:

Policy No. DOC 3.1.12	Chapter 1: Facility/Program Operations	Page 3 of 4
Subject: <b>OFFENDER ESCORT AND TRANSPORT</b>		

- a. identification of appropriate staff to authorize, notify, and provide required information to transportation staff prior to scheduled and unscheduled transports;
- b. confidentiality of schedules, i.e., notifying offenders just before departure time;
- c. requirements regarding meals, bathroom stops, public contact, accommodations en route, or similar transport planning considerations;
- d. air travel requirements in accordance with FAA guidelines;
- e. contact information and requirements in case of unusual events or emergencies;
- f. review of supervision responsibilities by escorting officers;
- g. briefings on any pertinent offender information that may affect transport;
- h. reading and signing of escort instructions before trip departure; and
- i. notifications to the receiving facility of departure time, expected arrival time, number of offenders, and any other necessary information;

#### **D. Health Care Transportation**

1. Each facility administrator will ensure that facility procedures provide safe and timely escort and transportation for offender health care in cooperation with facility health care staff. Procedures will include:
  - a. health care advice and information provided to escort officers regarding the need for medical attention or medications on offender transports;
  - b. requirements for the transport of ill or disabled offenders, or in the event of illness en route;
  - c. the requirements for medical attention, supervision, and observation of offenders subject to the use of restraints in accordance with *DOC Policy 3.1.8, Use of Force and Restraints*; and
  - d. consideration of the following issues:
    - prioritization of medical need
    - urgency, e.g., an ambulance vs. standard transport
    - use of a medical escort to accompany security staff
    - transfer of medical information

#### **E. Searches and Inspections**

1. Facility staff will conduct offender searches in accordance with established procedures and *DOC Policy 3.1.17, Searches and Contraband Control*.
2. Facility administrators will ensure that at least one transport officer is of the same gender as the offender(s) being transported in accordance with the requirements of *ACA Standard 4-4194*, and *DOC Policy 1.3.4, Employee Selection Guidelines*.
3. Prior to transport, designated facility staff will:
  - a. strip search offenders before they dress in clean clothing that has been thoroughly searched before issue;
  - c. isolate offenders from other offenders who have not yet been searched;
  - d. pat search offenders before placing them in restraints;
  - e. thoroughly search vehicles prior to transport to ensure they are free of

Policy No. DOC 3.1.12	Chapter 1: Facility/Program Operations	Page 4 of 4
Subject: <b>OFFENDER ESCORT AND TRANSPORT</b>		

- contraband, weapons, or any article that may aid an escape attempt;
- f. perform a vehicle safety check to ensure it is fully fueled and that all communication systems operate properly; and
- g. secure the vehicle and ensure it is under some form of supervision until transport.

#### **F. Restraint Use**

1. Restraint equipment will not eliminate the need for continuous, alert supervision during transport and must never be used as punishment, in a way that causes undue physical pain, or to restrict the offender's blood circulation or breathing.
2. All facilities will consider the following factors in the use of restraint equipment:
  - offender security classification
  - anticipated contact with the public
  - offender physical and mental health
  - demonstrated offender behavior
  - trip purpose and destination
  - mode of travel
3. When the facility transports offenders of mixed custody levels, all offenders will be subject to the security restraints of the highest custody level in the group.
4. Facilities that house female offenders will establish restraint procedures for the transport of pregnant offenders based on mutually-approved security and medical considerations.
5. The facility administrator must authorize any exceptions to prescribed use of restraints for cases that present potentially greater escape, management, or health risks.

#### **G. Use of Firearms**

1. Facility firearms assignments and training will be conducted in accordance with *DOC 1.3.31, Firearms*.
2. Each facility administrator will ensure that:
  - a. firearms are used in conformance with applicable state and federal law;
  - b. procedures include requirements for the use of firearms in the event this becomes necessary, e.g., an offender escape;
  - c. firearms are safeguarded to ensure an offender never has the opportunity to seize a weapon;
  - d. armed officers are securely separated from offenders, i.e., by a law-enforcement grade barrier in a vehicle; in vehicles preceding or following the offender transport, or in secure cubicles in buses; and
  - e. armed officers disembark from vehicles before offenders, and station themselves at a safe distance but in positions that ensure clear observation of disembarking offenders.

### **VI. CLOSING**

Questions concerning this policy should be directed to the facility administrator.